

# Tool 4

## Section Two

### *Parameters of an HIV/AIDS impact assessment*

#### **Description and purpose of the tool**

Once a decision has been reached regarding the form of HIV/AIDS impact assessment that is appropriate for your LA, it is important to clearly describe the parameters of the impact assessment. This tool can be used to generate a detailed scope for your LA's impact assessment.

#### **Estimated time to use the tool**



**2hrs - 3hrs**

#### **Instructions for using the tool**

1. Review the parameters for an HIV/AIDS impact assessment, as described in the tool.
2. Refine the goal and objectives to meet your LA's expectations.
3. Next, in the table, mark those elements that will constitute the scope for your LA's impact assessment.
4. Then check the resultant scope to identify any gaps or inconsistencies and correct these. Remember the impact assessment must provide you with sufficient, relevant information for planning and programming.
5. Next, for those items that will be included in the scope of your impact assessment, mark whether or not data is available.
6. Then list the deliverables expected. Apart from the data, such as estimates and predictions, the deliverables should also include recommendations for:
  - ▶ Validating the impact assessment results; and
  - ▶ Priority interventions, linked to the impact assessment results that can be taken forward into the strategic planning process.
7. Indicate the officials who will be responsible for the impact assessment and add the contact details of these persons.
8. Finally, create a realistic time line for the impact assessment.

## Parameters of an HIV/AIDS impact assessment

### Scope of the HIV/AIDS impact assessment

for the LA of

### Goal

The goal of conducting an HIV/AIDS impact assessment for the LA of \_\_\_\_\_ is to build understanding and consensus around the impact of the epidemic on all aspects of the functioning of LA; and then to utilise this in planning a relevant and comprehensive response to HIV/AIDS.

### Objectives

The objectives of the impact assessment are to:

- ▶ Provide estimates, projections and insights into the internal and external impacts of the epidemic;
- ▶ Assess the ability of the LA to respond to these impacts;
- ▶ Inform subsequent strategic planning and implementation processes; and
- ▶ Build coalitions to support an effective, multisectoral HIV/AIDS response.

# Parameters of an HIV/AIDS impact assessment

## Scope of the impact assessment

The impact assessment will collect and analyse information and data on:

		<b>INCLUDE ITEM IN SCOPE OF IMPACT ASSESSMENT?</b> YES (Y) OR NO (N)	<b>IF YES, ARE DATA AVAILABLE?</b> YES (Y), NO (N) OR DON'T KNOW (D/K)
<b>1</b>	<b>DESCRIPTION OF LA</b>		
	▶ Description of the LA within the context of Local, Regional and National Government		
	▶ Statutes and regulations governing LG		
	▶ LA operations, functions and services		
	▶ Area covered		
	▶ Population served and population demographics, e.g. age and gender breakdown		
	▶ Employment/unemployment rates		
	▶ Economic situation, e.g. industries, formal and informal businesses, key sectors, etc.		
<b>2</b>	<b>HR SYSTEMS AND PRACTICES</b>		
	▶ HR records kept – by whom, why and how?		
	▶ Profile of qualifications, skills and/or experience needed by the LA		
	▶ Critical post analysis		
	▶ Replacement and hiring practices		
	▶ Structure and organogram of the LA		
	▶ Type of grading system		

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		INCLUDE ITEM IN SCOPE OF IMPACT ASSESSMENT? YES (Y) OR NO (N)	IF YES, ARE DATA AVAILABLE? YES (Y), NO (N) OR DON'T KNOW (D/K)
<b>3</b>	<b>LA PERSONNEL – BASIC DEMOGRAPHIC DATA</b>		
	▶ No. of permanent employees – by age, gender, grade, type of employment and education levels		
	▶ No. of contract employees – by age, gender, grade, type of employment and education levels		
	▶ Salaries of permanent and contract staff		
	▶ Benefits provided to permanent and contract staff		
<b>4</b>	<b>LA PERSONNEL – HIV/AIDS RISK PROFILE – CURRENT AND FUTURE</b>		
	▶ Current and projected HIV prevalence among personnel – permanent and contract		
	▶ Current and projected estimates of the number infected with HIV		
	▶ Current and projected number of deaths in service		
	▶ Current and projected estimates of (cumulative) AIDS deaths		
	▶ Staff attrition and how this is affected by HIV/AIDS		
	▶ Current and projected sick leave patterns and trends		
	▶ Current and projected early retirements for health reasons		
	▶ Current and projected staff turnover		

# Parameters of an HIV/AIDS impact assessment

		<b>INCLUDE ITEM IN SCOPE OF IMPACT ASSESSMENT?</b> YES (Y) OR NO (N)	<b>IF YES, ARE DATA AVAILABLE?</b> YES (Y), NO (N) OR DON'T KNOW (D/K)
<b>5</b>	<b>INTERNAL IMPACTS</b>		
	▶ Productivity		
	▶ Absenteeism – rates, reasons, trends and costs		
	▶ Benefits – cost of/claims on medical aid, death benefits, insurance, pension, housing, etc.		
	▶ Clinic utilisation		
	▶ Sick and compassionate leave – rates, reasons/ diagnosis, trends and costs		
	▶ Recruitment and training costs		
	▶ Impacts associated with the loss of experience and institutional memory		
	▶ Impacts of the loss of skilled and qualified personnel		
<b>6</b>	<b>COMMUNITIES – CURRENT AND FUTURE TRENDS</b>		
	▶ Current and projected HIV prevalence among community members		
	▶ Current and projected estimates of the number infected with HIV		
	▶ Current and projected estimates of (cumulative) AIDS deaths		
	▶ Projected total population with and without HIV/AIDS		
	▶ Projected number of AIDS and non-AIDS orphans		

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		<b>INCLUDE ITEM IN SCOPE OF IMPACT ASSESSMENT?</b>	<b>IF YES, ARE DATA AVAILABLE?</b>
		YES (Y) OR NO (N)	YES (Y), NO (N) OR DON'T KNOW (D/K)
<b>7</b>	<b>EXTERNAL IMPACTS</b>		
	▶ Ability of LA to carry out its mandated roles and responsibilities		
	▶ Impacts on households – on affordability and payment for services, on revenue flows and levels		
	▶ Impacts (qualitative and quantitative) on businesses – formal and informal – and on different sectors		
	▶ Impacts (qualitative and quantitative) on the economic and social well-being of residents		
	▶ Impacts on the overall quality of life of residents		
	▶ Environmental impacts (qualitative and quantitative)		
	▶ Impacts on security, crime and social problems (such as street children)		
<b>8</b>	<b>HIV/AIDS RESPONSE ANALYSIS<sup>1</sup></b>		
	▶ Current HIV/AIDS prevention, care and support response interventions for LA employees		
	▶ Current HIV/AIDS prevention, care and support response interventions for communities		
	▶ Current HIV/AIDS impact mitigation measures		
	▶ Leadership on HIV/AIDS – level of support		
	▶ Capacity to plan and manage an HIV/AIDS response		
	▶ Budget for HIV/AIDS response – from the LA and from other sources (e.g. NGOs)		
	▶ Partnerships to provide HIV/AIDS-related services – with Government, NGOs, private sector, etc <sup>2</sup> .		

## Deliverables

The products of the impact assessment will be:

1. A descriptive and analytical report of the above.
2. An analysis of current and proposed responses to the HIV/AIDS epidemic,
3. Recommendations for:
  - ▶ Validating the impact assessment results; and
  - ▶ Utilising the impact assessment results for planning and programming.

## Accountable officials

- ▶ The official nominated to manage the impact assessment is:

\_\_\_\_\_

- ▶ Other officials with responsibilities for assembling and/or analysing information and data are (with their contact details):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Time line

The time line for the impact assessment is as follows:

- ▶ Initial consultations and scoping: \_\_\_\_\_
- ▶ Data collection and analysis: \_\_\_\_\_
- ▶ Preparation and presentation of draft report: \_\_\_\_\_
- ▶ Validation workshop/process: \_\_\_\_\_
- ▶ Submission of final report and recommendations: \_\_\_\_\_

## Footnotes

- 1 Simple tools to conduct an HIV/AIDS response analysis, including measuring LA capacity to respond, are available on [www.amicaall.org](http://www.amicaall.org). See also the self-assessment survey tool in "Local Government responses to HIV/AIDS: A handbook".
- 2 Many LAs are developing and maintaining directories of HIV/AIDS service providers and, where these exist, they are a valuable source of information for an impact assessment. See the Windhoek directory on [www.amicaall.org](http://www.amicaall.org). A tool to develop a directory – in the form of a questionnaire – is available in "Local Government responses to HIV/AIDS: A handbook"; available on [www.worldbank.org](http://www.worldbank.org) or from [UrbanAIDS@worldbank.org](mailto:UrbanAIDS@worldbank.org).

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